

OFFICE OF FINANCE  
Analysis Branch

Systems Accountant (3)

GS 510-12

Duties

1. Serves under the general supervision of the Chief, Analysis Branch and under direct supervision of assigned project leaders. Incumbents work on the entire spectrum of systems work that includes detailed systems analysis work such as: systems requirements, data gathering, systems diagnosis, design, controls, conversion, testing and training. Serves on occasion as a project leader for various aspects of the overall financial systems. This could involve complete design of a new or redesign of an ongoing financial system such as the payroll system or a subsystem to the accounting system. For systems under development this includes working with the Office of Joint Computer Support as a team member representing top management and the end-users for systems implementation. Incumbents are expected to possess the following characteristics:

- a. Should be familiar with the philosophies and objectives of the Office of Finance and overall Agency and Intelligence Community financial management trends. Representation is that of a user of systems.
- b. Possess a knowledge of accounting and operating methods including specialized areas such as accounts, monetary, payroll and budget. Also should have knowledge of legal and audit requirements. They must have a capability to audit "through" computer systems.
- c. Education or experience should be broad and should include a knowledge of information science. Incumbents are expected to continue their education throughout their assignments to stay current.

2. Incumbents must possess a high degree of ingenuity and inventiveness, however, always remaining within acceptable accounting and auditing techniques. In addition, they must possess a sound knowledge of financial regulations and the current operating systems. These current systems will not only involve financial systems but also those systems belonging to other Agency components that impact on the Office of Finance. Incumbents must be able to articulate their concepts in a fluid manner and maintain a sound rapport with their counterparts in Office of Joint Computer Support as well as the other component end-users. As project leader or as a team member of a systems project, incumbents must reflect high professional standards in representing the Director of Finance. Exposure

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will often involve visits to other Agencies.

3. Incumbents are responsible for training other operational or line members of the Office of Finance in the utilization of modern techniques.

4. Incumbents will have the periodic responsibility of reviewing ongoing systems always maintaining close contact with line officers in order to be certain that the systems are performing to the advantage of the end-users. He or she will be the contact point between his counterpart in OJCS and the end-user. Will be responsible for all system enhancements.